1. Type **Student's name** or **UR ID** in search bar and press Enter
2. Select **Student** from the Categories list
3. Click **Student's name** hyperlink
4. On the **Student Summary** page, view at-a-glance information:
   a. Academic Progress
   b. Account Activity
   c. Student Information
      • UR ID
      • Student Status
      • Academic Level
      • Class Standing
      • Academic Unit
      • Primary Program of Study
   d. Public Contact Information
   e. Current Class Schedule

5. Click **Personal** to view the Student Bio
   a. Click the **Personal Information** tab to view DOB (Date of Birth)
6. Click **Contact** to view additional Student Contact Information
7. Click **Academics:**
   a. **Overview** tab displays the Program of Study
   b. **Current Courses** tab displays student’s courses, enrollment status, and expected completion date
   c. **Academic History** tab displays Enrollments by Academic Period, Academic Period Totals, Cumulative Totals and Student Standings
   d. **External Records** tab displays information transferred from other institutions including Transfer Credits and Test Scores